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5 November 1953

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MEMORANDUM FOR: Chief, Support Staff

SUBJECT : Weekly Activity Report

A. PROGRESS REPORT - OLD PROJECTS

1. Training Cost Analysis. Subsequent to a conference with [redacted] a contact was established with Department of Army, Comptroller Office, Statistics Branch for the purpose of reviewing training cost statistics comparable with OTR training costs. A visit for this purpose is being arranged for later this week.

2. [redacted] Information has been received from the students at [redacted] to the effect that an official notification concerning immediate availability of dependent housing is enroute to Washington through official channels. Upon receipt of the notification, the dependents will be processed for overseas movement.

3. [redacted]

a. The Security Officer, OTR is presently at the site debriefing persons connected with the project.

b. The Personnel Officer, OTR is making attempts to place Messrs. [redacted]

4. [redacted] Mr. [redacted], Assistant Personnel Officer, [redacted] is at headquarters this week. Various new procedures for personnel processing have been agreed upon between the Chief, Personnel Section and Mr. [redacted]

25 YEAR RE-REVIEW

5. [redacted]

a. The application for [redacted] is being withheld pending a [redacted] at the request of the Chief, Support Staff.

b. Depreciation and other data requested by the Commercial Division was submitted to the C/SS for approval.

c. The surplus vehicle was transferred to another storage facility on 31 October 1953, thereby saving \$90 monthly storage charge.

B. ITEMS OF CURRENT INTEREST

1. Phase III of OTR's move was completed on 3 November 1953. (Phase

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III included the offices of Messrs. [redacted]  
[redacted] and the OTR Registrar.)

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3. External Training. A procedure has been established with the Finance Division which will insure return of or reimbursement for books and equipment purchased with Agency funds.

C. NEW PROJECTS DURING WEEK - None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. A security and administrative procedure has been developed for use in connection with the [redacted] The procedure has been placed into effect as a temporary measure, pending complete coordination of the plan with various components of the Agency.

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2. Unliquidated OTR obligation and expense finance records for FY 1953 are being reconciled.

3. First quarter FY 1954 financial status reports are being compiled for dissemination to OTR Division and Staff Chiefs.

4. During the last meeting of the OTR Career Service Board, approval was given to the general outlines of an OTR Career Management Program. This program will be the administrative responsibility of the Personnel Section.

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6. Action was initiated through the General Services Office for the construction of the display area in Wing A, second floor, Alcott Hall. The Intelligence Training Division will utilize this display.

7. Construction of two additional rooms in the Language Laboratory proper has been requested. These rooms will be used as classrooms for a new instruction program by the new instructors recently entered on duty.

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[redacted]  
(Administrative Officer, OTR

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Attachment: [redacted] Report

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